

### **TENT & CANOPY PERMIT APPLICATION**

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Event: (circus, sales, etc.) \_\_\_\_\_

**If the Sponsor of the event is not the Owner, you must have permission to use the property.**

Owner of Property where the Tent will be erected: \_\_\_\_\_

Phone of Owner: \_\_\_\_\_

Person granting permission: \_\_\_\_\_ Phone: \_\_\_\_\_

Start Date of Event: \_\_\_\_\_ End Date of Event: \_\_\_\_\_

Location of Event (deed or street address, along with location on the property): \_\_\_\_\_

Tent Size in Sq. Feet: \_\_\_\_\_ Tent Occupancy Load: \_\_\_\_\_

Number of Exits: \_\_\_\_\_ Width of Exits: \_\_\_\_\_ Exit Door Type: \_\_\_\_\_

Method of Heating: \_\_\_\_\_

Location of Heating Units: \_\_\_\_\_

Cost of Permit:      Small: up to 999 Sq. Feet - \$30.00  
                             Medium:      1,000 to 15,000 Sq. Feet - \$65.00  
                             Large: 15,001 Sq. Feet and above - \$110.00

**Send all required documentation along with permit application.** Make checks payable to "City of Allentown."

#### **Office Use Only**

Permit Number: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Date Received: \_\_\_\_\_

Allentown Fire Prevention  
435 Hamilton Street Room 425  
Allentown, PA 18101